

**Subject:** RE: load in/load out

**From:** Michael Filson </O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=015ABE60B32E482083713F9E7AEA14CE-MFILSON>

**Date:** 10/04/2017 04:20 PM

**To:** Michael Lamb <Michael@downtownnews.com>

Strage..I did but hear it is again..

Hello everyone! We're all very excited to have you taking part in our DCBID Resident Mixer & Showcase. It's shaping up to be a really great event, thanks to you!!

We are expecting close to 200 attendees during the event. I wanted to send out some important information so you can make arrangements, if needed. Please read over this carefully and if you have any questions, please don't hesitate to contact me. If you are unable to attend, please let me know.

**Reminders:** Due to building regulations, open flames and cooking devices are not allowed.

**Date of Event:** Thursday, Oct. 5, 2017

**Time of Event:** 6-9pm

**Location:** 777 Tower, 777 S Figueroa St., 48<sup>th</sup> floor

**Set-Up:** You can arrive and set-up starting at 3pm. We ask that your space is ready to go no later than 5:30pm. If you are running late, please call my cell phone at (323) 218-9327.

You will be provided with a 6' table, black tablecloth and 2 chairs. We welcome you to decorate your space, however, nothing is to be taped to the wall or hung from the ceiling. Also, make sure to bring any collateral to hand out to the attendees.

If you are carrying or bringing 1-2 small boxes on a dolly, you may walk into the lobby and check-in with security. Once you are checked-in, you will be sent up to the 48<sup>th</sup> floor.

If you need to unload from your vehicle, you need to use the building loading dock. The entrance is located on 8<sup>th</sup> Street. Once you arrive at the loading dock, you will check in with the Dock Master. You will have 30 minutes to unload and move your vehicle(s). Once the event has ended, you will be allowed to load back at the loading dock. There will be a dedicated freight elevator for us that evening.

**Parking:** While we always suggest walking or ride sharing, parking is available at FIGat7th for **\$10** per car. If you park in this structure, you'll need to park on levels 4-12. We do not validate parking. Entrances to the parking structure are located on both 7th and 8th Streets.

**LOADING DOCK:**

RE: load in/load out



Mike Filson  
DCBID  
Associate Director, Marketing & Community Relations

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**From:** Michael Lamb [mailto:Michael@downtownnews.com]  
**Sent:** Wednesday, October 04, 2017 4:28 PM  
**To:** Michael Filson <mfilson@downtownla.com>  
**Subject:** load in/load out

hey  
did you send us load in and load out.  
I don't think I got it for the MIxer.

Parking?

Michael Lamb  
Account Executive

RE: load in/load out

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